

Course Media Checklist

This is a resource for faculty to use when preparing media for delivery in their courses. Following this checklist with help to ensure that both your found and self-created media are of the highest quality and accessibility for your students. Should you have any questions or need assistance about the steps outlined below, please contact ol-media@rit.edu or request a [1:1 consultation](#) with an Instructional Technologist or Multimedia Developer.

Gather your found and existing media

- Youtube and other web video
- Textbook publisher video
- Audio recordings
- Personal or department owned dvds/videotapes
- RIT library owned media

Review your found media to determine captioning and streaming requirements

- Does media already have captions?
- Are captions accurate (be aware that youtube auto-generated captions are not sufficient)?
- Is your media hosted on RIT's streaming server, your personal youtube channel, or other streaming service?

Coordinate with the Media Librarian to purchase media and/or donate your privately owned media to the RIT Library collection

Submit found and existing media for captioning & streaming

Please note, just because a dvd is part of RIT Wallace Library's collection doesn't necessarily mean it is available for streaming. To ensure media is available to your students online, request streaming for any library owned dvd at least two weeks in advance.

Create a list of media that you intend to self-create

- Course Intro / Welcome Messages
- Weekly Intros / Summaries
- Micro Lectures / Presentations
- Whiteboard Problems / Annotated Documents
- Labs / Demos / Interviews

Decide on the production style(s) that fit your content

- Classroom recording
- Talking Head
- Voice Over Slides
- Digital Whiteboard
- Demo/Lab/Interview

Review the Principles of Multimedia (Mayer, 2011)

- On-screen text is used sparingly -i.e. presenting key terms, presenting formulas or processes, presenting complex terms
- Visual cues used to direct the viewer
- Corresponding text and graphics are close to one another on page or screen
- Corresponding narration and graphics presented simultaneously
- Narration and graphics used instead of narration, graphics, and on-screen text

Review the researched based best practices for creating course media

- Personal Feel
 - Informal settings
 - Conversational tone
 - Wit / Humor
 - Enthusiasm
 - Natural Pacing
- Insert your visual presence at key moments
- Pair your media with related course activities
- Provide students with an outline of topics covered
- Segment media into 4-6 minute length modules
- Keep it visually simple with only essential images
- Introduce Movement - Annotation, Highlights, Transitions, Animation

Script / Outline / Storyboard your media

- Find and select your visuals
- Align script with visuals into a storyboard
- Rehearse and determine timing

Record

- Use the [TLS Media Studio](#) or your own office/home setup
- [Camtasia Studio](#)

Edit

- Use the [TLS Media Studio](#) or your own office/home setup
- [Camtasia Studio](#)

Upload to a streaming server

- [RIT's Ensemble Video](#)
- Your own youtube account

Request captioning (or self caption)

- [TLS Media Request Form](#)

Share with your students

- [Insert in myCourses](#)